

FTD
ORIENTATION PROGRAM
FOR
NEW EMPLOYEES

TRAINING PROGRAM BRANCH
(MCT)
ROOM C-108
74540

GOALS
OF THE
ORIENTATION PROGRAM

- TO INFORM RECENTLY ASSIGNED PERSONNEL ABOUT THE FTD ORGANIZATION, MISSION, AND FUNCTIONS.
- TO ACQUAINT NEW CIVILIAN AND MILITARY EMPLOYEES WITH THE HISTORY, ACCOMPLISHMENTS, AND UNIQUENESS OF FTD.
- TO INTRODUCE KEY PERSONNEL.
- TO PROVIDE BASIC INFORMATION ABOUT THE PHYSICAL ENVIRONMENT WITHIN AND AROUND THE FTD COMPLEX.
- TO EXPLAIN PERSONNEL ISSUES, TRAINING OPPORTUNITIES, AND OUTSIDE ACTIVITIES.

NEWCOMER'S PACKET
(FIRST DAY OF EMPLOYMENT AT FTD)

CONTENTS

FTD ORIENTATION PROGRAM BROCHURE
MAP OF BUILDING
MAP OF WPAFB
PARKING INFORMATION
 AVAILABLE LOTS
 VISITOR PARKING
 CAR POOLING
CANTEEN LOCATION AND HOURS
VENDING MACHINE LOCATIONS
RESTROOM LOCATIONS
MEDITATION ROOM LOCATION
ORGANIZATIONAL CHART
LEARNING CENTER BROCHURE
TRAINING BROCHURE
SECURITY INFORMATION
ACRONYMS FREQUENTLY USED AT FTD
ACTIVITIES -- POCs, MEETING TIMES &
 LOCATIONS
DIRECTORATE SERVICES AND PHONE LISTS

OBJECTIVES

PROVIDE BASIC "SURVIVAL" INFORMATION FOR
NEW EMPLOYEES.

ESTABLISH A RESOURCE FILE FOR FUTURE
REFERENCE.

FURNISH A LISTING OF POC'S.

ONE DAY

FTD OVERVIEW
(DURING FIRST MONTH OF EMPLOYMENT AT FTD)

COMMANDER'S WELCOME

VICE-COMMANDER'S FTD ORGANIZATION AND
FUNCTIONS

SOLVING THE INTELLIGENCE PROBLEM

FTD HISTORY

FTD ACCOMPLISHMENTS AND UNIQUENESS

TOUR OF TECHNICAL TRANSLATIONS BRANCH,
COLLATERAL IMAGERY REPOSITORY, LEARNING
CENTER, AND FME FACILITY

OBJECTIVES

DEVELOP AN APPRECIATION FOR THE MISSION OF
FTD

PROVIDE AN HISTORICAL PERSPECTIVE

EXPAND KNOWLEDGE OF SPECIAL AREAS

MANDATORY

ONE-HALF DAY

FTD

PEOPLE, OPERATIONS, AND ACTIVITIES

(DURING FIRST FOUR MONTHS OF EMPLOYMENT AT
FTD)

CHIEF OF STAFF'S VIEW FROM THE TOP

DIRECTORS (BIOGRAPHICAL SKETCH, DIRECTORATE
HIGHLIGHTS)

PERSONNEL ISSUES - CIVILIAN

FLEXTIME
EXCEPTED SERVICE
SICK LEAVE, ANNUAL LEAVE
CIVILIAN POLICY BOARD

PERSONNEL ISSUES - MILITARY

ON- AND OFF-DUTY ACTIVITIES

ENLISTED ADVISORY COUNCIL
CIVILIAN ADVISORY COUNCIL
COMPANY GRADE OFFICER ASSOCIATION
CLUBS
PROFESSIONAL ORGANIZATIONS
RECREATIONAL OPPORTUNITIES

PROJECT WARRIOR

TRAINING OPPORTUNITIES

SECURITY

SAFETY

CHIEF SCIENTIST'S CLOSING: THE FUTURE OF
FTD

OBJECTIVES

INTRODUCE KEY PERSONNEL.

EXPLAIN PERSONNEL ORGANIZATION, PROCEDURES,
AND ISSUES.

ENHANCE AWARENESS OF TRAINING OPPORTUNITIES

PROVIDE EXPOSURE TO FTD PROFESSIONAL
ORGANIZATIONS, COUNCILS, CLUBS, AND
RECREATIONAL ACTIVITIES.

MANDATORY

TWO HOURS

FAMILY EVENING
(DURING FIRST SIX MONTHS OF EMPLOYMENT)

COMMANDER'S WELCOME

COMMANDER'S FTD ORGANIZATION AND FUNCTIONS

SOVIET TECHNOLOGICAL CHALLENGE

IMAGERY EXPLOITATION

MACHINE TRANSLATION TOUR

REFRESHMENTS

OBJECTIVES

DEMYSTIFY EMPLOYMENT AT FTD

FOSTER FAMILY APPRECIATION AND SUPPORT
FOR EMPLOYEE

OPTIONAL

ONE-HALF HOUR

IN-VAULT TOUR
(THE DAY OF INDOCTRINATION)

GUIDED TOUR:

GRAPHICS

COMMAND SECTION MARDEX

AFTER-HOURS EXIT

SECURITY

CLASSIFIED MAIL ROOM

MESSAGE CENTER

24-HOUR WATCH TEAM

LIBRARY

CIRC ROOM

DIRECTORATE OFFICES

DIVISION AREAS

NEW COMPUTER AREA

OBJECTIVES

PROVIDE BASIC LAYOUT OF VAULT.

EXPLAIN GENERAL PROCEDURES TO GET JOB DONE
(I.E., WHERE TO HAVE SLIDES MADE, PHOTOS
ANALYSED, OR HOW TO USE THE LIBRARY).

MANDATORY

TWO HOURS

FTD OPEN HOUSE
(DURING FIRST TWO YEARS OF EMPLOYMENT)

FOREIGN MATERIAL EXHIBIT	TRANSLATIONS DEMO	COMMAND SECTION WALK-THRU
FTD LIBRARY BRIEFING	CIRC DEMO	COMPUTER OPERATIONS TOUR
DIRECTED ENERGY BRIEFING	MICROPHOTO DEMO	ADVANCED SYSTEMS WALK-THRU
GRAPHICS DEMO	PRINTING PLANT DEMO	AUTOMATED COMPOSITION DEMO
LEARNING CENTER WALK-THRU	COMPUTER DEMOS	IMAGERY EXPLOITATION DEMO
ACQUISITION MGMT WALK-THRU	SIGNAL ANALYSIS DEMO	DATA PROCESSING TOUR
SOVIET MILITARY OVERVIEW	MISSILE EXHIBIT	ELECTRONIC DEF SYS WALK-THRU
SOVIET AIRCRAFT DISPLAY	ELECTRO-OPTICS DEMO	SOVIET SPACE PRGM BRIEFING

AIRCRAFT/MISSILE DESIGN DISPLAY

OBJECTIVES

ENABLE EMPLOYEES AND FAMILY MEMBERS TO TOUR THE ENTIRE FACILITY

FOSTER INCREASED UNDERSTANDING OF THE FTD MISSION AND HOW IT RELATES
TO THE DEFENSE OF THE COUNTRY

OPTIONAL

